

## **SO 2.1001 Procedure for Guilty Pleas**

In all cases brought in the Alexandria division for guilty plea, the following, at a minimum, must be presented to the judge presiding at least 2 days before the plea date:

1. A copy of the actual charge to which the Defendant will plead;
2. A statement of the elements of the charged offense, including all statutes applicable to the Government's burden of proof on the charged offense; and
3. A statement, to be signed by the Defendant and all counsel, as to the penalties applicable to the charged offense.

In addition, the U. S. Attorney handling the case should be prepared to address, at the hearing, questions regarding compliance with the Crime Victims' Rights Act (**18 U.S.C. § 3771**).

Responsibility for compliance with this Order shall rest with the United States Attorney's office.